


THE OHIO ALUMNUS  
1944 - 1945







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# *The Ohio Alumnna*

June, 1945

# Annual Report of Alumni Secretary

To the President of Ohio University As Of May 1, 1945

My dear President Baker:

## THE ALUMNI OFFICE

Because of their great variety the activities of the Alumni Office and of the Alumni Secretary are difficult of classification and summarization. Many of them, such as the keeping of records, the publication of the alumni magazine, the direction and support of local group activities, and the conduct of correspondence with large numbers of alumni and friends of the University, are of a continuing nature and are not peculiar to the current year. Much of the work, therefore, has been described in detail in previous reports, but a recapitulation may be in order in this first year of a new university administration.

**Records.** The maintenance of records is a primary function of the office. Accurate and competent records constitute the backbone of an alumni program and little can be accomplished without them.

Four major files are maintained—master file, biographical file, geographical file, and Addressograph (mailing) file. Besides these, there are such auxiliary files as the cross reference for married women, the military service roster, the directory of chapter officers, the faculty "morgue," the Alumni Association membership records, and the general correspondence files.

In view of the age of Ohio University, surprise is frequently expressed at the relatively small number of persons who have been graduated from it. It should be borne in mind, however, that prior to 1900 no class ever exceeded twenty members (recipients of baccalaureate degrees) while the average for the 87-year span, 1815-1900, was between six and seven members. Ninety-eight 2-year and 3-year diplomas were awarded during the latter years, 1888-1900, of this period.

During the next score of years, 1901-1920, there were 1,182 baccalaureate degrees conferred and 1,452 diplomas awarded. This was a yearly average of 59 degrees and 72 diplomas. The total number of degree and

diploma-holding alumni is now 16,953, of whom, to the best of our knowledge, 15,977 are living and 976 are dead. Of the foregoing total, 11,593 received degrees and 5,360 diplomas.

Since at least four separate filing classifications are set up for each living graduate, it means that there are more than 60,000 file records at the

of correspondence study or extension students unless they have at some time or other been in actual residence on the campus.

For lack of staff assistance and funds no consistent effort has been made to keep in contact with members of the non-graduate group, except those living in areas where there are local chapters. It is well known, of course, that many non-graduates are as interested in the welfare of the University as any of those who have received degrees.

The various records of the office are so interrelated and interdependent that the neglect of one group seriously affects the value of the others. Eternal vigilance, therefore, is the price of success in record-keeping.

**Service Roster.** The "Official Roster of Ohio University Men and Women in the Armed Forces" was set up shortly after the Pearl Harbor incident at the request of the War Activities Committee and has been maintained with the greatest possible diligence since that time.

There are now 5,172 graduates and former students listed on the roster. Of this number, 159 are known to have lost their lives in action or in training camps, 88 are recorded as missing in action, while 23 are prisoners of war. [The present number of service men and women is 5,278, while the Gold Star names total 192.]

Information for the service roster has been secured from many sources, but chiefly through correspondence with the service men and women, themselves, or with their parents, wives, or friends. From reports of the American Alumni Council it is apparent that Ohio University ranks high among the member colleges and universities of the A.A.C. in the percentage of its arms-bearing alumni listed in service records. In the cases of many individuals, details, such as promotions, wounds, decorations, etc., are yet to be secured and recorded, but it is anticipated that such facts can and will be added later.

The maintenance of the service roster and the conduct of correspondence incident to it, have required much time during the past year—



The Alumni Secretary Scans His Report

present time. Not all of these are continuously active, of course, but the number of postings and corrections runs high into the thousands each year. Up-to-date addresses are recorded for approximately eighty per cent of the living graduates.

The war situation has resulted in an abnormal number of changes of location, both among civilians and members of the armed forces, with the result that much time has had to be given this year to the posting of new address information and cutting and correcting of mailing stencils.

An alphabetical file of non-graduates has been maintained in the Alumni Office since 1927. This file contains the names and last home addresses given as students, of 15,478 persons. The file does not contain the names

time which could not possibly have been given in normal years. The present program of alumni activities, however, is not typical of "normal" years.

It is felt that this rather heavy expenditure of time in behalf of the service men and their families has been more than justified by the returns in the way of goodwill and interest in the University. The evidences of appreciation have been numerous and unmistakable.

There is a real basis for the belief, too, and the compilation of service records and the reporting, through the columns of *The Ohio Alumnus*, of the activities and experiences of Ohioans in the armed forces have served to make alumni, in general, a bit prouder of their school. This increase in regard for alma mater, however slight it may be, is regarded as a highly satisfactory return on the effort made to develop it.

In my capacity as University Editor I have assisted this year in preparing the copy for two publications of the Public Relations Department which were designed to provide service men with information relative to the University's postwar educational program.

*Founder's Day.* The annual Founder's Day Convocation program, for which the Alumni Office is responsible, was held this year, for the convenience of the speaker, on February 16, instead of the customary date, February 18. The speaker was Lieut. Dean F. Chatlain of Cuyahoga Falls, Ohio, a wounded and discharged veteran of World War II now serving as director of Veteran's Planning for Summit County. Lieutenant Chatlain, a student at Ohio University for three and one-half years, lost a limb in the North African campaign and is the author of a widely-published poem, "What did You Do Today, My Friend?"

At the Founder's Day convocation it was the privilege of the Alumni Secretary to present the new president, Dr. John C. Baker, to the students of the University.

## THE ALUMNI ASSOCIATION

The Ohio University Alumni Association was organized in 1876, with the Hon. A. G. Brown, of the Class of 1822, as first president. Earlier organizations of alumni had been effected, but they were not continuous in their functioning.

*Alumni Secretary.* There were numerous secretaries in the early history of the Association, but at the annual meeting of the Board of Trustees of Ohio University in June, 1906, the office of "Alumni Secretary" was created.

The duties of the Alumni Secretary, as outlined by the Board, were "to assist in the work of the Alumni Association, to organize groups of alumni and former students, to secure data concerning the history and the alumni of the University, and to publish bulletins from time to time denoting progress."

In 1908, the late Clement L. Martzloff, '07, was appointed Alumni Secretary. He served as a part-time director of alumni activities until his retirement, due to ill health, in 1922. In addition to his work as Alumni Secretary, he served the University variously as field agent, director of extension work, and as professor of history.

The present secretary, Clark E. Williams, '21, was appointed to office in June, 1922, and has served continuously since that time. Of the 16,953 different persons who have received degrees or diplomas in the entire history of the University, 13,443, or approximately 80 per cent, have been graduated since the present secretary assumed the duties of his office.

*Membership.* Any person who has attended Ohio University for at least one year is eligible to membership in the Ohio University Alumni Association. Because the contacts of the Alumni Office with non-graduates, for reasons previously explained, are so limited, the membership of the association is composed largely of graduates.

Memberships are of three kinds—Annual, Service, and Life. The fee for the first is \$2.50; for the second, \$1.00; and for the last, \$50.00. The total number of persons enrolled in the Association at the time of this report is 3,518, of whom 2,077 are Annual Members, 1,417 are Service Members, and 24 are Life Members.

The receipts from memberships for the current year to date amount to \$5,335. The additional receipt of approximately \$165 in "annual" fees and \$300 in "service" fees is anticipated before the end of the fiscal year. The total figure includes \$1,865, the amount applicable to the present year from the allotments made by the University Treasurer from the diploma fees of the July, August, and Sep-

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This is the June issue of "The Ohio Alumnus." It is also the last number of the 1944-45 series. Work is well advanced on the first, or October, number of the 1945-46 publication schedule. The October magazine will be marked by a return to the normal number of pages and to all of the usual editorial departments.—The Editor.

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tember, 1944, and the January, 1945, graduating groups. It also includes the membership fees of 1,007 men and women of the armed forces at the special rate of \$1.00 per year.

*The Ohio Alumnus.* The official magazine of the Alumni Association, *The Ohio Alumnus*, is published monthly, October to June, inclusive. Each membership includes a subscription to the magazine. The publication, therefore, is mailed to members only.

Due to unavoidable circumstances, *The Alumnus* is at present far behind on its publication schedule; only four issues—September (special number), October, November, and December, 1944—having been produced. Efforts to remedy the unfortunate situation are being made, and members have been promised a full quota of issues for the year.

The secretary-editor has been pleased with the reception accorded the magazine during the past year. The service news and the cover page pictures have been the features most frequently commented upon.

*Chapters.* The organized "local" groups of alumni are known as chapters. Before the war there 25 active chapters and several more or less dormant groups. Most of the chapters are located in Ohio, those outside the state being in New York City, Philadelphia, Washington, D. C., Pitts-

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burgh, Clarksburg, W. Va., Indianapolis, Chicago, and Los Angeles. Most of the chapters voted to become inactive for the "duration," but are expected to resume activities upon the return of normal times.

The service provided these chapters by the Alumni Office consists of the compiling of address rosters, the provision of speakers from the campus, and various aids in the preparation of programs. At least one meeting a year is held, normally, by each chapter, while some of the groups carry on programs involving as many as six meetings a year.

**Alumni on Board.** While there is no provision in the governing rules of either the Alumni Association or of Ohio University for the appointment of alumni to the Board of Trustees of the University, it is interesting to note that 11 of the 13 present members of the board are graduates or former students of the University.

**Commencement.** Upon a vote of the officers and members of the executive committee of the Alumni Association in May, 1943, the annual Alumni Luncheon (reunion occasion) and the Senior-Alumni Supper, events of the spring Commencement program, were discontinued for the period of the war emergency. Food rationing difficulties and travel restrictions were principally responsible for the decision.

**Honor Awards.** With the decline in the University's practice of awarding honorary degrees, thought was given to methods of giving recognition to a selected and limited number of alumni each year for various distinctions.

As a result, in 1940, the Ohio University Alumni Association initiated the practice of honoring, annually, not more than ten alumni: (a) who have achieved distinction in some field of professional, scientific, or artistic endeavor; or (b) who have demonstrated a loyal and active interest in their

alma mater. The recognition takes the form of a "Certificate of Merit."

To date, 37 alumni have been honored in the above manner. Because the awards are made at the annual Alumni Luncheon, an event temporarily discontinued, no persons have



The Alumni Gateway—Main Entrance To Campus

been recognized for the past two years.

**Officers.** The officers of the Ohio University Alumni Association, now "frozen" in their positions until such time as conditions will permit the holding of a business meeting for an election of successors, are: Don McVay, '15, LeRoy, Ohio, president; George M. Brown, '31, Cleveland, vice-president; Clark E. Williams, '21, Athens, secretary; and William H. Fenzel, '18, Athens, treasurer.

#### OFFICE OF THE UNIVERSITY EDITOR

**Publications.** The University Editor is responsible for the preparation of material, publication, and distribution of the three major issues of the Ohio University Bulletin—the general catalog number, the Summer Sessions number, and the Extension Division number.

Ten thousand copies of the 1945-1946 catalog number of the Ohio University Bulletin have been received from the printer and are now being distributed as requests are received. These bulletins, containing 296 pages, cost approximately twenty-six (\$.26) cents per copy.

The 1945 Summer Sessions number contained 44 pages and cost approximately eleven (\$.11) cents per copy. Thirty-five hundred copies were secured.

A file record is kept of the names of all persons to whom catalogs are mailed upon request.

Editorial assistance or supervision was given during the year to a number of smaller publications, among which were the special bulletins and folders issued by the Public Relations Department and the various publications sponsored by the University College.

Another project carried out by the University Editor was the preparation and mailing of a series of three letters to each of 8,000 alumni and 3,000 parents of undergraduates and service men, living in Ohio, in a campaign of "information and education" relative to the University's financial requests of the State Legislature for the current biennium.

#### THE STAFF

The joint staff of the Alumni Office and the Office of the University Editor consists of the following full-time members: Clark E. Williams, alumni secretary and university editor; Miss Geraldine C. Hope, secretary to the alumni secretary and university editor; Miss Phyllis Bean, stenographer in the office of the alumni secretary and university editor; and Mrs. Jacquelyn S. Ransbottom, stenographer in the office of the alumni secretary and university editor. Miss Martha E. Walsh, Miss Renee B. Giniger, and Miss Kathleen E. Orr are student assistants who give one-fourth time, each, to the office. Miss Eugenia A. Kresge is a student assistant who gives approximately one-sixth time.

Respectfully submitted,

*Clark E. Williams*

Alumni Secretary and University Editor







